

**POINTE COUPEE PARISH CLERK OF COURT
NEW ROADS, LOUISIANA**

Annual Financial Report

**As of and for the year Ended
June 30, 2012**

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

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INDEPENDENT AUDITOR'S REPORT

Honorable Lanell S. Landry
Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

I have audited the accompanying financial statements of the governmental activities and major fund of the Pointe Coupee Parish Clerk of Court as of and for the year ended June 30, 2012, which collectively comprise the Pointe Coupee Parish Clerk of Court financial statements as listed in the table of contents. These financial statements are the responsibility of the Pointe Coupee Parish Clerk Court. My responsibility is to express an opinion on these basic financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluation the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and major fund of the Pointe Coupee Parish Clerk of Court, as of June 30, 2012, and the respective changes in financial position for the year then ended in conformity with generally accepted accounting principles in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued a report dated December 28, 2012 on my consideration of Pointe Coupee Parish Clerk of Court's internal control and on its compliance with certain provisions of laws, regulations, contracts and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of my audit.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 25 and the schedule of funding progress for the retiree healthcare plan on page 26, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statement, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards general accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk of Court of the Parish of Pointe Coupee's financial statements as a whole. The Fiduciary Fund Type – Agency Funds Schedule of Changes in Unsettled Deposit on page 27 is presented for purposes of additional analysis and is also not a required part of the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

The Clerk of Court of the Parish of Pointe Coupee has not presented Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements.

W. Kathleen Beard, CPA, LLC

December 28, 2012

Basic Financial Statements

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

Statements of Net Assets
June 30, 2012

ASSETS

Cash and cash equivalents	\$683,277
Investments	765,716
Accounts receivable	34,432
Due from other governments - State of LA	1,035
Due from Advance Deposit Fund	29,368
Accrued interest receivable	1,669
Capital assets, net of accumulated depreciation	<u>22,886</u>
Total assets	<u><u>\$1,538,383</u></u>

LIABILITIES

Accounts payable and accrued liabilities	\$7,649
Net OPEB Obligation	<u>130,293</u>
Total liabilities	<u>137,942</u>

NET ASSETS

Invested in Capital Assets	22,886
Unrestricted	<u>1,377,555</u>
Total net assets	<u><u>\$1,400,441</u></u>

See notes to financial statements

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Statements of Activities
For the Year Ended June 30, 2012**

EXPENSES

Judiciary:

Salaries and related benefits	699,593
Insurance - other	11,176
Office supplies and expense	36,437
Postage and publishing	7,162
Equipment rental	35,221
Recording costs	38,909
Technical services and fees	36,354
Special projects	16,781
All others	369
Depreciation	15,867
Total Judiciary	<u>897,869</u>

Intergovernmental:

Clerk Reporters Fund	4,900
Total Intergovernmental	<u>4,900</u>
Total expenditures	<u>902,769</u>

PROGRAM REVENUES

Charges for services	\$923,043
Licenses and permits	2,888
Total program revenues	<u>925,931</u>

GENERAL REVENUES

Election/qualifying fees	(2,852)
Clerk's compensation fund reimbursements	20,947
Miscellaneous revenues	7,580
Interest earned	5,147
Gain/(Loss) on disposal of capital assets	0
Total general revenues	<u>30,822</u>
Total revenues	<u>956,753</u>

Change in Net Assets	53,984
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NET ASSETS

Beginning of year	<u>1,346,457</u>
End of year	<u><u>\$1,400,441</u></u>

See notes to financial statements

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Balance sheet - Governmental Fund - General Fund
June 30, 2012**

ASSETS

Cash and cash equivalents	\$683,277
Investments	765,716
Accounts receivable	34,432
Due from Advance Deposit Fund	29,368
Due from other governments - State of LA	1,035
Accrued interest receivable	1,669
	<hr/>
Total assets	<u>\$1,515,496</u>

LIABILITIES AND FUND BALANCES

Liabilities:	
Accounts payable and accrued expenses	\$ 7,649
	<hr/>
Total liabilities	7,649
 Fund Balance:	
Assigned	600,000
Unassigned	907,847
	<hr/>
Total fund balance	1,507,847
	<hr/>
Total liabilities and fund balances	<u>\$1,515,496</u>

See notes to financial statements.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

Reconciliation of the Balance Sheet - Governmental Fund
to the Statement of Net Assets
June 30, 2012

Total fund balance - governmental fund (fund financial statement)	\$1,507,847
Amounts reported for governmental activities in the statement of net assets (government-wide financial statements) are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds.	
Cost of assets	160,340
Accumulated depreciation	(137,454)
	<u>22,886</u>
Long-term liabilities are not due and payable in the current period and therefore are not reported in the fund statements	<u>(130,293)</u>
Total net assets of governmental activities	<u><u>\$1,400,441</u></u>

See notes to financial statements.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds - General Fund
For the year ended June 30, 2012

Revenues

Licenses and permits - marriage	\$ 2,888
Intergovernmental revenues -	
Clerk's supplemental compensation	20,947
Fees, charges, commissions for services -	
Court costs, fees and charges	432,471
Fees for recording legal documents	304,672
Fees for certified copies and photocopies of documents	185,900
Election/qualifying fees	(2,852)
Miscellaneous	7,580
Use of money and property -	
Interest income	5,147
Total revenues	<u>956,752</u>

Expenditures

Current - General Government - Judiciary:	
Salaries and related benefits	656,503
Insurance - other	11,176
Office supplies and expense	36,437
Postage and publishing	7,162
Equipment rental	35,221
Recording costs	38,909
Technical services and fees	36,354
Special projects - maps	16,781
All others	369
Total current expenditures	<u>838,912</u>
Capital outlays	1,875
Capital outlays special projects - committed	11,936
Total capital outlays	<u>13,811</u>
Intergovernmental	<u>4,900</u>
Total expenditures	<u>857,623</u>
Net Change in fund balances	99,129

Fund Balances

Beginning of year	<u>1,408,718</u>
End of year	<u>\$ 1,507,847</u>

See notes to financial statements.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

**Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds to
Statement of Activities
For the year ended June 30, 2012**

Net change in fund balances - governmental funds (general fund)	\$	99,129
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Amounts reported for governmental activities in the statement
of activities (government -wide financial statements) are different because:

Governmental funds report capital outlays as expenditures in the individual fund,
however, in the Statement of Activities, the cost of those assets is
allocated over their estimated useful lives as depreciation.

Capital Outlay		13,811
Depreciation expense		(15,867)

Payments of long-term debt, including contributions to OPEB obligation, are
reported as expenditures in governmental funds. However, those amounts are
a reduction of long-term liabilities in the Statement of Net Assets and are not
reflected in the Statement of Activities

(43,090)

Change in net assets (government-wide financial statements)

\$53,984

See notes to financial statements.

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Statements of Fiduciary Net Assets
Agency Funds
June 30, 2012**

	Advance Deposit Fund	Registry of Court Fund	Total
ASSETS			
Cash and cash equivalents	\$ 844,325	\$ 8,415,602	\$ 9,259,927
Due from General Fund	-	-	-
Total assets	<u>\$844,325</u>	<u>\$8,415,602</u>	<u>\$9,259,927</u>
LIABILITIES			
Due to General Fund	\$ 29,368	\$ -	\$ 29,368
Held for others pending court action	814,957	8,415,602	9,230,559
Total liabilities	<u>\$ 844,325</u>	<u>\$ 8,415,602</u>	<u>\$ 9,259,927</u>

See notes to financial statements.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

Introduction

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court serves as the ex-officio notary public; the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The clerk of court is elected for a four-year term.

1. Summary of Significant Accounting Policies

A. Basis of Presentation

The financial statements of the Pointe Coupee Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

B. Reporting Entity

As the governing authority of the parish, for reporting purposes, the Pointe Coupee Parish Police Jury is the financial reporting entity for Pointe Coupee Parish. The financial reporting entity consist of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) other organizations for which the nature and significant of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 established several criteria for determining which component units should be part of the Pointe Coupee Parish Police for financial reporting purposes. Financial accountability is determined by applying criteria established by the GASB as listed below:

- Financial benefit or burden
- Appointment of a voting majority
- Imposition of will
- Fiscally dependent

Because the police jury does not finance any of the activities of the clerk of court other than providing office space and utilities, the clerk of court is financially independent of the parish police jury and, therefore, was determined not to be a component unit of the Pointe Coupee Parish Police Jury. The accompanying financial statements present information only on the funds maintained by the Clerk of Court.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

1. Summary of Significant Accounting Policies (Continued)

C. Basic Financial Statements – Government-Wide Financial Statements

The clerk of court's basic financial statements include both government-wide (reporting the clerk of court as a whole) and fund financial statements (reporting the clerk's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the clerk are classified as governmental.

The Statement of Net Assets and the Statement of Activities display information about the reporting government as a whole. These statements include all the financial activities of the clerk except the fiduciary funds. Fiduciary Funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

In the Statement of Net Assets, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net assets are reported in three parts: invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. The clerk first uses restricted resources to finance qualifying activities.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues – Program revenues included in the Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from general revenues.

Allocation of Indirect Expenses – The clerk reports all direct expenses by function in the Statement of Activities. Direct expense are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically by function, is included in direct expenses of each function.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

1. Summary of Significant Accounting Policies (Continued)

D. Basic Financial Statements – Fund Financial Statements

The financial transactions of the clerk are reported in individual funds in the fund financial statements. Fund accounting is designated to demonstrate legal compliance and to aid management by segregating transactions related to certain clerk functions and activities.

Fund financial statements report detailed information about the clerk. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate “fund types”. Governmental funds are used to account for a government’s general activities and focus on providing services to the public as opposed to proprietary funds where the focus is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The clerk of court’s current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the clerk are described as follows:

Governmental Fund Type –

General Fund - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the clerk of court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operation expenditures are paid from this fund.

Fiduciary Fund Type – Agency Funds

The Advance Deposit and Registry of Court Funds account for assets held as an agent for others. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

1. Summary of Significant Accounting Policies (Continued)

E. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the Accounts and reported in the financial statements. It relates to timing of the measurement made regardless of the measurement focus applied.

Accrual – Both governmental and business type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred

Modified Accrual - The amounts reflected in the funds financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures and Changes in Fund Balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds and the fiduciary type agency funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred. The governmental funds use the following practices in recording revenues and expenditures.

Revenues – Intergovernmental revenue, recordings, cancellations, court attendance, criminal costs and other fees, charges and commissions for services are recorded in the year they are earned.

Interest income on time deposits are recorded when time deposits have matured and the income is available. All other revenue is recorded when received.

Based on the above criteria, intergovernmental revenue, recordings, cancellations, court attendance, criminal costs and other fees, charges and commissions for services are treated as susceptible to accrual.

Expenditures – Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

F. Budget Practices

The Clerk of Court annually adopts a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget and public hearings on the budget. Any amendments to the budget are published in the Clerk of Court's official journal.

The proposed revised budget was prepared in accordance with generally accepted accounting principles (GAAP). The budget is legally adopted and amended, as necessary, by the clerk. All appropriations lapse at year-end.

Amounts budgeted for "special projects" are considered to be used from assigned fund balance.

G. Encumbrances

The Clerk does not employ encumbrance accounting.

H. Cash and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Investments include amounts in time deposits and those investments with original maturities that exceed 90 days. Under state law, the clerk of court may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

I. Clerk's Fees Transferred from Advance Deposit Agency Fund

These fees represent revenue to the Clerk of Court earned from everyday operations for litigants. These fees are collected by a transfer of litigant's money deposited in the Advance Deposit Fund to the Salary Fund.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

1. Summary of Significant Accounting Policies (Continued)

J. Compensated Absences

Vacation leave accrues as follows:

1. Upon completion of six moth introductory period - 1 week per year
2. After 2 years continuous service - 2 weeks per year
3. After 10 years continuous service - 3 weeks per year (allotted at 6 months in intervals of 2 weeks and 1 week)

Vacation leave is not cumulative; any unused vacation is forfeited unless the Clerk gives special approval. Personal/Sick leave is granted to all full-time employees. Leave is credited at the rate of one full day for each calendar month of continuous service. Accrued unused leave earned by an employee will not be carried forward to succeeding calendar years. (See Footnote 7)

K. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$1,000 for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Computer Equipment	3 Years
Office Equipment	5 Years
Furniture & Fixtures	7 – 10 Years

L. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

1. Summary of Significant Accounting Policies (Continued)

M. Fund Equity and Net Assets

Government-wide and net assets displayed in three components:

- Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net assets – Consists of net assets with constraints placed on the use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provisions or enabling legislation
- Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

In the governmental fund financial statements, fund balances are classified as follows:

- Nonspendable – Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- Restricted – Amounts for which constraints have been placed on the use of resources are externally imposed by creditors (such as through debt covenants) grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation
- Committed – Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action (resolution) of the Clerk. These amounts cannot be used for any other purpose unless the Clerk removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that exiting resources have been specifically committed for use in satisfying those contractual requirements.
- Assigned – Amounts that are designated by the Clerk for a particular purpose in accordance with GASB Statement 54. The intent of an assigned fund balance should be expressed by the Clerk of Court that has the authority to assign amount to be used for such specific purposes.
- Unassigned – All amounts not included in other spendable classifications.

When fund balance resources are available for a specific purpose in multiple classifications, the Clerk would use the most restrictive funds first. However, it reserves the right to selectively spend unassigned resources first and to defer the use of other classified funds.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

2. Cash, Cash Equivalents and Investments

At June 30, 2012, the Clerk of Court had the following cash and investments:

	<u>Book Balances</u>	<u>Bank Balances</u>
Deposits -		
Cash on Hand	\$ -	\$ -
Interest bearing demand deposits	323,238	360,394
Money market accounts	1,304,145	1,324,648
LAMP	234,961	234,961
Time deposits (maturity 90 days or less)	8,080,804	8,080,804
	<u>\$ 9,943,149</u>	<u>\$ 10,000,808</u>
Investments -		
Time deposits (maturity over 90 days)	\$ 565,716	\$ 565,716
US Government Bonds	200,000	200,000
	<u>\$ 765,716</u>	<u>\$ 765,716</u>

These deposits and investments are stated at cost, which approximate market. Under state law, these deposits, or resulting bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. These deposits (bank balances) are secured from risk by \$1,254,021 of federal deposit insurance and \$9,075,507 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1299 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

Interest Rate Risk The Clerk has minimal credit risk as all investments are certificates of deposit.

At June 30, 2012, cash equivalents includes \$234,961 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section I50.126, the investment in LAMP at June 30, 2011 is not categorized in the three risk categories provided by GASB Codification Section I50.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in the physical or book entry form.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

2. Cash, Cash Equivalents and Investments (continued)

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local governmental entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA -- R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

- Credit risk: LAMP is rated AAAm by Standard & Poor's.
- Custodial credit risk: LAMP's participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: 2a7-like investment pools are excluded from this disclosure requirement, per paragraph 15 of the GASB 40 statement.
- Foreign currency risk: Not applicable to 2a7-like pools.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of pool shares.

LAMP is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

3. Accounts receivable

The Clerk's office held accounts receivable in the following amounts at year end:

General Fund - Fees for services	\$ 34,432
	<u>=====</u>

4. Interfund Receivables and Payables

At June 30, 2012, the Advance Deposit Fund owed the General Fund \$29,368, which represented clerk fees for the month of June 2012.

5. Capital Assets

Capital assets and depreciation activity for the years ended June 30, 2012 as follows:

	Balance <u>June 30, 2011</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>June 30, 2012</u>
<u>Depreciable Assets:</u>				
Equipment & Furniture	\$152,690	\$13,811	(\$6,161)	\$160,340
Totals	<u>152,690</u>	<u>13,811</u>	<u>(6,161)</u>	<u>160,340</u>
Less accumulated depreciation	<u>127,748</u>	<u>15,867</u>	<u>(6,161)</u>	<u>137,454</u>
Net Capital Assets	<u>\$24,942</u>			<u>\$22,886</u>

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

6. Leases

The clerk of court has various immaterial copier leases and, has operating leases of the following nature, none of which are recorded under capital leases as assets or obligations in the accompanying financial statements:

2011 GMC Yukon – Lease Period 48 months

Amount due at lease signing \$15,000

Monthly payment - \$580.09, Purchase Option \$20,554 @ end of lease

The minimum annual commitments under non-cancelable operating leases are as follows:

<u>Fiscal Year</u>	<u>Vehicle</u>
2012-2013	\$ 3,703
2013-2014	4,427
2014-2015	5,292
2015-2016	6,327
	<u>\$ 19,749</u>

7. Pension Plan

Plan Description Substantially all employees of the Pointe Coupee Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

7. Pension Plan (Continued)

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

Funding Policy Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Pointe Coupee Parish Clerk of Court is required to contribute at an actuarially determined rate. The rate was 17.5% of annual covered payroll. Contributions to the Pointe Coupee Parish Clerk of Court System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Pointe Coupee Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Pointe Coupee Parish Clerk of Court's contributions to the System for the years ending June 30, 2012, 2011, and 2010 was \$99,490, \$101,088, and \$97,738, respectively, and was equal to the required contributions for that year.

8. Post Retirement Benefits Other Than Pensions

Plan Description The Clerk's defined benefit postemployment health care plan ("the Retiree Health Plan") provides medical, dental and life insurance benefits to eligible retired employees and their beneficiaries. The Retiree Health Plan is affiliated with the Louisiana Clerks of Court Insurance Trust ("LCCIT"), an agent multiple-employer postemployment healthcare plan administered by the Louisiana Clerks of Court Association.

Funding Policy The contribution requirements of plan members and the Clerk are established and may be amended by the LCCIT board of trustees. The Clerk contributes 100% of the cost of the current-year premiums for eligible retired plan members and 50% of the cost for retired plan members' spouses and dependent children. For fiscal year 2012, 2011 and 2010, the Clerk contributed \$21,685 \$25,521 and \$16,826, respectively, to the plan and the retirees contributed \$3,517 \$4,420 and \$2,626 respectively.

Annual OPEB Cost and Net OPEB Obligation For 2012, the Clerk's annual other postemployment benefit ("OPEB") cost (expense) is calculated based on the annual required contribution of the employer ("ARC"), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents the level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty year.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

8. Post Retirement Benefits Other Than Pensions (Continued)

The following table shows the components of the Clerk's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Clerk's net OPEB obligation to the Retiree Health Plan:

Annual Required Contribution	\$ 64,775
Interest on Net OPEB Obligation	-
Adjustment to Annual Required Contribution	-
Annual OPEB Cost (Expense)	64,775
Contributions Made	(21,685)
Increase in Net OPEB Obligation	43,090
Net OPEB Obligation - beginning of year	87,203
Net OPEB Obligation - end of year	<u>\$ 130,293</u>

The Clerk's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2012 is as follows:

Fiscal Year	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
End			
6/30/2011	\$ 64,775	39%	\$ 87,203

Funded Status and Funding Progress As of June 30, 2012, the actuarial accrued liability for benefits was \$790,753 all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$402,220, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 197%.

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funding status of the plan and the annual required contributions of the employer are subject continual revision as actual results are compared with past expectations and

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2012

8. Post Retirement Benefits Other Than Pensions (Continued)

new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for the benefits.

Methods and Assumptions Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2009 actuarial valuation, the entry age actuarial cost method was used. Based on the Clerk's short-term investment portfolio, a discount rate of 4.0% was used. In addition, the actuarial assumptions included an annual healthcare cost trend rate of 10% initially, reduced by decrements to an ultimate rate of 5.5% after 10 years. The Clerk's unfunded actuarial liability is being amortized as a level percentage of projected payroll on an open basis over 30 years.

9. Compensated Absences

At June 30, 2012 no liability for compensated absences was recorded since unused leave is not cumulative as detailed in Note 1 -J.

10. Risk Management

General Liability Insurance - The Clerk of Court is subject to various risks of loss due to tort, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; natural disasters; and automobile liability. The Clerk purchases commercial insurance policies to protect against loss related to these risks. Payment of the deductible is the only liability associated with these insurance policies. During the years ended June 30, 2012, 2011 and 2010 there were no significant reduction in the amount of coverage maintained by the Clerk of Court.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2011

11. Litigation

At June 30, 2012 there is no pending litigation against the Clerk of Court of Pointe Coupee.

12. Expenditures of the Clerk of Court Paid by the Parish Police Jury

Louisiana R.S. 13:784 provides that upon request of the Clerk, the police jury shall provide all necessary office furniture, equipment, and records and books. During the current year the Clerk has not requested that the police jury purchase any office furniture, equipment, and records and books for his office. The Police Jury does however provide office space located in the Parish Courthouse and pays for utilities for the Clerk's office. The amount of utilities paid by the Parish Police Jury is indeterminate.

13. Fund Balance

The Clerk has assigned a portion of Fund Balance for special projects such as restoration and preservation of archives, including translation of books written in French and Spanish, ongoing comprehensive technology upgrade of the office and repair and renovation of the office. The amount assigned is derived from prior years' surpluses that were waived by the Pointe Coupee Parish Police Jury.

Assigned	\$ 600,000
Unassigned	907,847
Total Fund Balance	<u>\$ 1,507,847</u>

14. Subsequent Events

Subsequent events were evaluated through December 28, 2012, which is the date the financial statements were available to be issued. It was determined that there are no significant events requiring recognition or disclosure through this date.

Required Supplemental Information

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Budgetary Comparison Schedule
Governmental Funds - General Fund
For the year ended June 30, 2012**

	Original/Final		Variance Favorable/ (Unfavorable)
	Budget	Actual	
Revenues			
Recordings	\$220,000	\$236,718	\$16,718
Copies	95,000	95,459	459
Certified copies	14,000	14,418	418
Civil fees	350,000	392,039	42,039
Mortgage certificates	7,000	8,646	1,646
Criminal fees	50,000	38,344	(11,656)
Election/qualifying fees	9,000	(2,852)	(11,852)
UCC fees	30,000	33,518	3,518
Cancellations	25,000	25,790	790
Court attendance	2,200	2,088	(112)
Public search	0	76,024	76,024
Marriage licenses	3,500	2,888	(613)
Clerk's compensation fund reimbursements	19,000	20,947	1,947
Interest earned	25,000	5,147	(19,853)
Miscellaneous	9,000	7,580	(1,420)
Total revenues	858,700	956,752	98,052
Expenditures			
Current - Judiciary:			
Salaries and related benefits	459,000	422,537	36,463
Group insurance and retirement benefits	250,000	238,866	11,134
Other insurance	7,000	11,176	(4,176)
Office supplies and expense	35,000	36,437	(1,437)
Postage and publishing	10,000	7,162	2,838
Equipment rental	20,000	35,221	(15,221)
Recording costs	36,000	38,909	(2,909)
Technical services and fees	35,000	36,354	(1,354)
All others	6,700	369	6,331
Special projects	50,000	16,781	33,219
Total current expenditures	908,700	843,812	64,888
Capital outlays	0	1,875	(1,875)
Capital outlays special projects	0	11,936	(11,936)
Total capital outlay expenditures	0	13,811	(13,811)
Total expenditures	908,700	857,623	37,267
Excess (deficiency) of revenues over expenditures	(50,000)	99,129	149,129
Fund balances			
Beginning of Year	1,364,988	1,408,718	43,730
End of year	\$1,314,988	\$1,507,847	\$192,859

Budgetary Notes:

1. The budget is prepared using the modified accrual basis of accounting (GAAP).
2. Budget deficit results from budgeting of projects from fund balance assigned by Clerk for special projects.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

Employee Health Plan
Schedule of Funding Progress
June 30, 2012

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
6/30/2009	\$ -	\$ 790,753	\$ 790,753	0.0%	\$ 410,032	192.9%

Other Supplemental Information

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

Schedule of Changes in Fiduciary Net Assets
Fiduciary Fund Type - Agency Funds
June 30, 2012

	Advance Deposit Fund	Registry of Court Fund	Total
Unsettled Deposits at Beginning of Year	\$ 844,880	\$ 9,832,958	\$ 10,677,838
Additions			
Deposits	527,760	487,401	1,015,161
Interest	1,054	42,412	43,466
Transfers In	-	-	-
Total Additions	528,814	529,813	1,058,627
Deductions			
Distributed to litigants	22,215	1,944,697	1,966,912
Clerks costs	376,368	2,259	378,627
Sheriff's costs	42,151	-	42,151
Other sheriff's costs	26,393	-	26,393
Others	61,224	-	61,224
Other	1,018	212	1,230
Transfers Out	-	-	-
Total deductions	529,369	1,947,168	2,476,537
Change in Unsettled Deposits	(555)	(1,417,356)	(1,417,910)
Unsettled Deposits at End of Year	<u>\$ 844,325</u>	<u>\$ 8,415,602</u>	<u>\$ 9,259,927</u>

Reports Required by Government Auditing Standards

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Lanell S. Landry
Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

I have audited the accompanying financial statements of the governmental activities and major fund of the Pointe Coupee Parish Clerk of Court as of and for the year ended June 30, 2012, and have issued my report thereon dated December 28, 2012. I have conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Pointe Coupee Parish Clerk of Court's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Pointe Coupee Parish Clerk of Court's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Pointe Coupee Parish Clerk of Court's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance

As part of obtaining reasonable assurance about whether the Pointe Coupee Parish Clerk of Court's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended for the information of the members of the Pointe Coupee Parish Clerk of Court and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

W. Kathleen Beard, CPA, LLC

December 28, 2012

Pointe Coupee Parish Clerk of Court
Schedule of Findings and Responses
For the Year Ended June 30, 2012

I have audited the financial statements of the Pointe Coupee Parish Clerk of Court as of and for the year ended June 30, 2012, and have issued my report thereon dated December 28, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements resulted in an unqualified opinion.

Section I - Summary of Audit Results

1. The auditor's report expresses an unqualified opinion on the basic financial statements of the Pointe Coupee Parish Clerk of Court.
2. No significant deficiencies were disclosed during the audit of the basic financial statements in the report on internal control over financial reporting and on compliance based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the basic financial statements of the Pointe Coupee Parish Clerk of Court were disclosed during the audit.

Section II – Findings – Financial Statement Audit

None

Pointe Coupee Parish Clerk of Court
Status of Prior Audit Findings
For the Year Ended June 30, 2012

**INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL
STATEMENTS**

Significant Deficiencies – Material Weaknesses

None

Compliance

None